



Board of Directors Minutes

CareerSource Tampa Bay

Nov 18, 2021 at 11:00 AM EST

Attendance

Members Present (Remote):

Tom Aderhold, Michael Bach, Richard Bennett, Warren Brooks, Stephanie Brown-Gilmore, Sean Butler, Andrea Cichon, Richard Cranker, Elizabeth Gutierrez, Gary Hartfield, Benjamin Hom, John Howell, Geordie Hyland, Robert Blount, III, Karen Koundourakis, Ian Lieberman, Dr. Brian Mann, Steve Morey, Donald Noble, Richard Padilla, Gil Schisler, Roy Sweatman, Sophia West, Jason Woody

Members Absent:

Dr. Vanity Barr-Little, Constance Daniels, Jim Junecko, Pat Kemp, Lindsey Kimball, Randall King, Thayne Swenson, Ocea Wynn

Staff Present (Remote):

Wesley Barr, Saleema Bennett, Melissa Carroll, Luna Clarke, Dr. Byron Clayton, Sheila Doyle, John Flanagan, Kay Jefferson, Chad Kunerth, Barry Martin, Anna Munro, Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, Jody Toner, Jennifer Wilson, Michelle Zieziula

Guests Present (Remote):

Nicole Beverley - EDSI, Tere Formilius - EDSI, Trevor Stout - EDSI, Adrian Grant - CareerSource Florida, Nancy Brown - Division of Blind Services, Marcella Blanchett - Division of Blind Services

Board Counsel Present (Remote):

Mary Helen Farris

Board Liaison Present (Remote):

Ken Jones

I. Call to Order, Welcome, and Roll Call (Presenters: Benjamin Hom)

Chair Ben Hom called the meeting to order at 11:00 a.m.

II. Pledge of Allegiance (Presenters: Donald Noble)

Don Noble led the Pledge of Allegiance.

III. Public Comments (Presenters: Benjamin Hom)

There were none.

IV. Consent Agenda (Presenters: Benjamin Hom)

- A. Approval of Minutes - August 19, 2021 Board of Directors Meeting
- B. Approval of New Training Vendor - Academy of Applied Technology
- C. Approval of New Training Vendor - Suncoast Career Academy, Inc.
- D. Approval of New Training Vendor - Tampa Medical College
- E. Approval of New Training Vendor - Herzing University
- F. Approval of New Training Vendor - CNA Training & Testing Center dba Career Training Institute
- G. Approval of New Training Vendor - Ultimate Medical Academy
- H. Approval of Training Programs
- I. 2021 - 2022 Budget Modification No. 1

Motion:

To approve all items on the consent agenda, minus item H. Approval of Training Programs.

Motion moved by Donald Noble and motion seconded by Sean Butler. Motion Carried.

Consent Agenda Item H. Approval of Training Program was pulled from the Consent Agenda and moved to Action Items for review and discussion.

V. Chair's Report (Presenters: Benjamin Hom)

We continue to increase jobs in Florida and the unemployment rate continues to drop.

Vision 2022- Shaping the Future of Work

Vision 2022 - Shaping the Future of Work has been rescheduled to January 10, 2022 at the Tampa Marriot Water Street Hotel. We would like to invite everyone to attend this event.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Nothing new to report to the Board at this time.

VII. CEO Report (Presenters: John Flanagan)

Highlights:

- Welcome Robert Blount, President, Abe Brown Ministries to the Committee. He was appointed to the Board on September 22, 2021.

- ACE Update - CareerSource Tampa Bay in partnership with Hillsborough Board of County Commissioners: Thank you to Commissioner Myers for her support.

Kick-Start your career by earning a credential in as little as 12 weeks while building your resume earning \$15/hour in a paid work experience. This program offers tuition assistance and a paid work experience with a Hillsborough County employer. Industries will include IT, Healthcare, Manufacturing, and Finance. This is great program and seeing some great success.

- We have received a \$3.8 million dollar grant from CareerSource Florida and the Department of Economic Opportunity to work with our Veteran population and eligible spouses seeking employment.

VIII. Action/Discussion Items

- A. Approval of Related Party Training Services - CNA Training & Testing Center dba Career Training Institute (Presenters: Luna Clarke)

Related Party and Transaction

CNA Training & Testing Center, dba Career Training Institute, Board member Dr. Vanity Barr-Little, and ITAs amount not to exceed \$ 50,000.

- Dr. Vanity Barr-Little was identified as having a conflict of interest and was notified prior to the meeting.
- Dr. Vanity Barr-Little completed and submitted a Voting Abstention Form.
- Dr. Vanity Barr-Little was not present at the meeting.

Motion:

To approve ITAs with CNA Training & Testing Center, dba Career Training Institute, from the date approved by both DEO and CareerSource Florida through June 30, 2022.

Motion moved by Gil Schisler and motion seconded by Donald Noble. Motion Carried.

- B. Approval of Related Party Training Services - Ultimate Medical Academy (Presenters: Luna Clarke)

Related Party and Transaction

Ultimate Medical Academy, Board member Geordie Hyland and ITAs amount not to exceed \$50,000.

- Geordie Hyland was identified as having a conflict of interest and was notified prior to the meeting.
- Geordie Hyland completed and submitted a Voting Abstention Form.
- After Geordie Hyland verbally abstained, he was placed in a virtual waiting room during discussion and vote.

Motion:

To approve ITAs with Ultimate Medical Academy, from the date approved by both DEO and CareerSource Florida through June 30, 2022.

Motion moved by Gil Schisler and motion seconded by Sophia West. Motion Carried.

C. Approval of Training Programs (Presenters: Melissa Carroll)

This item was pulled from the Consent Agenda.

The following discussion occurred:

- Concern expressed about the cost of the Training Program: Concorde Career Institute - Dental Hygiene -A.A.S. Degree costing \$69,657.
 - We have other current approved training providers on our eligible provider matrix in excess of \$70,000 in some of our nursing programs.
 - We do not have any policy on tuition cap amount restrictions.
 - Students make the decision to participate in these programs.
 - The cap threshold is restricted to \$15,000 for this course.
 - Per WIOA, we are presenting the options, and the Customer makes the choice.
 - CSTB limits new training providers/new training programs to a maximum of 12 enrollments until performance is established.
 - It was recommended that another column be inserted into the table graphic that shows the number of students enrolled, an average cost, IT cap amount, maximum enrollment allowed, what is the total amount investment from the board.

Motion:

To approve Hillsborough Community College, Hillsborough Technical Colleges, and Concorde Career Institute's new training programs.

Motion moved by Michael Bach and motion seconded by Donald Noble. Motion Carried.

D. Approval of Related Party Training Services - Hillsborough Community College (Presenters: Luna Clarke)

This Action Item was added at the meeting.

Related Party and Transaction

Hillsborough Community College, Board member Dr. Brian Mann, and ITA amount not to exceed \$175,000.

- Dr. Brian Mann was identified as having a conflict of interest and was notified at the meeting.
- Dr. Brian Mann will sign a Voting Abstention Form after the meeting.
- After Dr. Brian Mann verbally abstained, he was placed in a virtual waiting room during discussion and vote.

Motion:

To approve ITAs with Hillsborough Community College, from the date approved by both DEO and CareerSource Florida through June 30, 2022.

Motion moved by Karen Koundourakis and motion seconded by Tom Aderhold. Motion Carried.

E. Approval of Related Party Training Services - Hillsborough County Public Schools (Presenters: Luna Clark)

This Action Item was added at the meeting.

Related Party and Transaction

Hillsborough County Public Schools, Board member Warren Scott Brooks, and ITA amount not to exceed \$120,000 of this program year.

- Warren Scott Brooks was identified as having a conflict of interest and was notified at the meeting.
- Warren Scott Brooks will complete a Voting Abstention Form.

- After Warren Scott Brooks verbally abstained, he was placed in a virtual waiting room during discussion and vote.

Motion:

To approve ITAs with Hillsborough County Public Schools, from the date approved by both DEO and CareerSource Florida through June 30, 2022.

Motion moved by Donald Noble and motion seconded by Richard Bennett.
Motion Carried.

F. WIOA Dislocated Worker Fund Transfer Approval (Presenters: Sheila Doyle)

Motion:

To approve the funds transfer from Dislocated Worker to Adult as stated in the above table and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

Motion moved by Michael Bach and motion seconded by Sophia West. Motion Carried.

IX. Information Items

Due to time constraints, not all Information Items were reviewed.

A. ROI Impact Analysis (Presenters: John Flanagan)

The Board commissioned a study to analyze our impact to the community and our return on our investment. The results of this study reflect Program Year (PY) 2019, and show the net impact CareerSource Tampa Bay has on the region's economy and its return on investment for taxpayers. The year 2019 was chosen to analyze the post-program earnings and benefits obtained by the participants to better reflect pre-Covid conditions.

Another key finding in the report showed the day-to-day operations spending of CareerSource Tampa Bay generated \$16.5 million in added income to Hillsborough County's economy. This is equivalent to creating approximately 192 jobs while the organization only employs 118 people. With the Florida State Legislature passing an overhaul of the Workforce system with the REACH Act, we want to make sure we show the positive impact we have on our workforce and our community in a clear and objective manner.

We are quite proud of the impact we're having in Hillsborough County and the findings in this report. Key Findings in the study include:

- The aggregated impact of WIOA and Wagner-Peyser programs is 1.26 or \$1.26 for every dollar spent.
- The aggregated benefit-cost ratio or return on investment for WIOA programs (Adult, Dislocated Worker, Youth) for calendar year 2019 is 0.85 or .85 for every dollar spent.

We plan on distributing a press release after this meeting but wanted to present this information to the board first.

B. CSTB Board Retreat - Post Survey Results

There was no discussion.

C. Strategic Goals Data Dictionary

There was no discussion.

D. Primary Indicators of Performance: PY 2021-2022 July-September

There was no discussion.

E. Marketing and Public Relations Update

There was no discussion.

F. ACE Program Update (Presenters: Don Shepherd)

There was a brief update given on the ACE Program. This program is off to a good start.

G. Special Grants Update

There was no discussion.

H. One-Stop Operator Update

There was no discussion.

I. Updated CSTB Policies

There was no discussion.

J. DEO Quality Assurance Report - Programmatic Compliance Monitoring Review - Program Years 2020-2021 (Presenters: Wesley Barr)

No discussion occurred.

Financial Findings

The results are as follows:

No Findings or Issues of Noncompliance identified.

No technical assistance issues identified.

One observation pertaining to Board composition and structure.

Programmatic Findings:

The results are as follows:

11 Findings and 6 ONI's. This was a decrease from last year.

The CSTB Corrective Action Plan (CAP) was submitted to DEO on October 27, 2021. The team is conducting training to prevent future findings in those areas.

No discussion occurred.

K. PY 21-22 Internal Program Monitoring Update

There was no discussion.

L. Summer Job Connection 2021 Recap

There was no discussion.

M. Tampa Bay Hires Update

There was no discussion.

N. Gig Economy Statistics

There was no discussion.

X. Committee Reports

A. Finance Committee ()

Update provided by Sheila Doyle.

The Finance Committee met October 28, 2021. We reviewed the Financial Monitoring Report conducted by DEO and reviewed general expenditure reports.

The next meeting is scheduled for January 27, 2022.

B. Youth Development Committee (Presenters: Tom Aderhold)

The Youth Development Committee met November 17, 2021.

We continue to develop momentum, and transition from a summer job connection to more of a year round program.

The committee was formed roughly 14 months ago. I am very proud of what we are going to accomplish in fostering the next generation of our workforce.

The next meeting is scheduled for February 16, 2022

C. Workforce Performance Committee (Presenters: Richard Bennett)

The Workforce Performance Committee met November 3, 2021.

We had 8 Action Items that were all reviewed at today's meeting.

We reviewed the contact center dashboards.

The next meeting is scheduled for February 2, 2022.

XI. Future Business

A. Succession Planning Pathway - Executive Director and BOD (Presenters: Michael Bach)

Due to lack of quorum this item was tabled and will be presented at the Executive Committee meeting scheduled for December 16, 2021.

XII. Adjournment

The meeting was adjourned at 12:38 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.